



# Preservation and Enhancement District

Plan Requirements under Florida Statutes 163.524





## TOTAL POPULATION AND NUMBER OF HOUSEHOLDS IN THE DISTRICT

1. The district's total population is 2,000 and the district contains 1,200 approximately 827 households. The Alachua County Comprehensive Plan land use designation for the district property is medium density residential and the property is zoned R3 (Cedar Ridge) and R2A (Sugarfoot Oaks).

## PURPOSE

To preserve and enhance the quality of life for the residents of the SUGARFOOT OAKS/CEDAR RIDGE PRESERVATION AND ENHANCEMENT DISTRICT

## OBJECTIVES

### 1. PARTNERSHIP

To actively engage landlords, property managers, tenants and local businesses in a collaborative effort to improve the quality of life for residents and overall community.

### 2. APPEARANCE

To create an aesthetically pleasing appearance by establishing minimal standards in regards to the physical environment, buildings, lawn maintenance, and grounds.

### 2. CRIME

To reduce crime and to become a safer community where all citizens thrive.



## **PRESERVATION AND ENHANCEMENT DISTRICTFY**

### Strategies

#### COMMUNITY IMPROVEMENT

Provide and install cameras at strategic location throughout district

Work with landlords and tenants to implement strategies Beautification

Purchase and install sidewalks

Lease lighting for Cedar Ridge (Holly Heights)– Gordon Manor

Purchase landscaping materials & supervise planting

Bi-weekly lawn services

Install fencing in Sugarfoot Oaks + Cedar Ridge

Remove deteriorated mailbox pad and replace with sod

Work with landlords and tenants to educate regarding solid waste and refuse

#### COMMUNITY COUNCIL

Provide leadership for the district

Organize and hold quarterly meetings

Develop and implement programs to eliminate blighting influences

Continue collaboration with government and community agencies

#### ADMINISTRATION

Assist in the development of the request for proposal and selection of vendor

Implement and monitor contract services

Reconcile all invoices



## **A. LEGAL DESCRIPTION**

### OF AREA TO BE ASSESSED DESCRIPTION OF THE SUGARFOOT OAKS/CEDAR RIDGE PRESERVATION AND ENHANCEMENT DISTRICT

The Boundary of the District includes all of the lots and Streets within the following recorded subdivisions:

Sugarfoot Oaks,  
as per plat recorded in Plat Book “J” page 66; and

Cedar Ridge,  
as per plat recorded in Plat Book “K” page 08; and

Sugarfoot Oaks Unit No.2,  
as per plat recorded in Plat Book “K” page 32; and

Cedar Ridge Addition 1,  
as per plat recorded in Plat Book “K” page 80; and

Cedar Ridge Addition 1 Replat  
as per plat recorded in Plat Book “L” page 83; and

Sugarlane,  
as per plat recorded in Plat Book “K” page 84; and

Sugarfoot Oaks Unit No.3,  
as per plat recorded in Plat Book “K” page 91; and

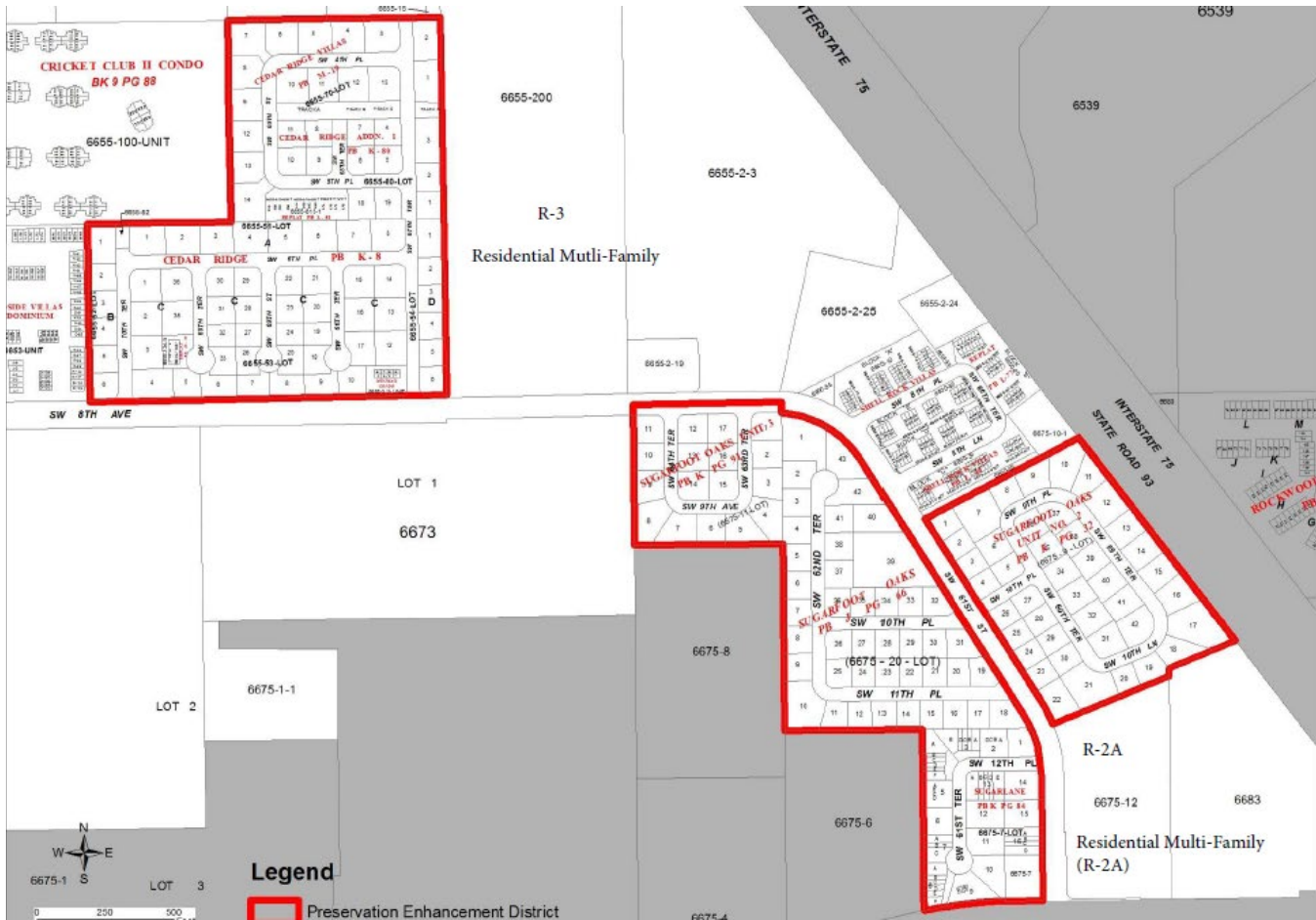


Sugarlane Replat,  
as per plat recorded in Plat Book “L” page 80; and

Sugarlane Replat No.2,  
as per plat recorded in Plat Book “M” page 09; and  
Cedar Ridge Villas,  
as per plat recorded in Plat Book “M” page 19;

As of the Public Records of Alachua County, Florida. Containing approximately 72.711 acres.

# LAND USE ZONING AND HOUSING



**Minimum standards for property maintenance, building codes, and community aesthetics shall comply with Ordinance 01-24.**



## MINIMUM STANDARDS FOR PROPERTY MAINTENANCE, BUILDING CODES, AND COMMUNITY AESTHETICS.

Shall comply with ordinance 01-24

### STRATEGIES TO IMPLEMENT AND EVALUATE THE PLAN.

The plan will be evaluated each year with the new budget cycle. Implementation will be established with the creation of the budget and any amendments thereto. 163.514 Powers of neighborhood improvement districts. unless prohibited by ordinance, the board of any district shall be empowered to:

- (1) Enter into contracts and agreements and sue and be sued as a body corporate.
- (2) Have and use a corporate seal.
- (3) Acquire, own, convey, or otherwise dispose of, lease as lessor or lessee, construct, maintain, improve, enlarge, raze, relocate, operate, and manage property and facilities of whatever type to which it holds title and grant and acquire licenses, easements, and options with respect thereto.
- (4) Accept grants and donations of any type of property, labor, or other thing of value from any public or private source.
- (5) Have exclusive control of funds legally available to it, subject to limitations imposed by law or by any agreement validly entered into by it.
- (6) Cooperate and contract with other governmental agencies or other public bodies.
- (7) Contract for services of planning consultants, experts on crime prevention through community policing innovations, environmental design, environmental security, or defensible space, or other experts in areas pertaining to the operations of the board of directors or the district.
- (8) Contract with the county or municipal government for planning assistance, and for increased levels of law enforcement protection and security, including additional personnel.
- (9) Promote and advertise the commercial advantages of the district so as to attract new businesses and encourage the expansion of existing businesses.
- (10) Promote and advertise the district to the public and engage in cooperative advertising programs with businesses located in the district.
- (11) Improve street lighting, parks, streets, drainage, utilities, swales, and open areas, and provide safe access to mass transportation facilities in the district.

(12) Undertake innovative approaches to securing neighborhoods from crime, such as crime prevention through community policing innovations, environmental design, environmental security, and defensible space.

(13) Privatize, close, vacate, plan, or replan streets, roads, sidewalks, and alleys, subject to the concurrence of the local governing body and, if required, the state Department of Transportation.

(14) Prepare, adopt, implement, and modify a safe neighborhood improvement plan for the district.

(15) Identify areas with blighted influences, including, but not limited to, areas where unlawful urban dumping or graffiti are prevalent, and develop programs for eradication thereof.

(16) (16)(a) Subject to referendum approval, make and collect special assessments pursuant to ss. 197.3632 and 197.3635 to pay for improvements to the district and for reasonable expenses of operating the district, including the payment of expenses included in the district's budget, subject to an affirmative vote by a majority of the registered voters residing in the district. Such assessments shall not exceed \$500 for each individual parcel of land per year. Notwithstanding the provisions of s. 101.6102, the referendum to approve the special assessment shall be by mail ballot.

(b) In order to implement this subsection, the city clerk or the supervisor of elections, whichever is appropriate, shall compile a list of the names and last known addresses of the electors in the neighborhood improvement district from the list of registered voters of the county as of the last day of the preceding month. The same shall constitute the registration list for the purposes of a referendum. Within 45 days after compilation of the voter registration list, the city clerk or the supervisor of elections shall notify each elector of the general provisions of this section, including the taxing authority and the date of the upcoming referendum. Notification shall be by United States mail and, in addition thereto, by publication one time in a newspaper of general circulation in the county or municipality in which the district is located.

(c) Any resident of the district whose name does not appear on the list compiled pursuant to paragraph (b) may register to vote as provided by law. The registration list shall remain open for 75 days after the notification required in paragraph (b).

(d) Within 15 days after the closing of registration, the city clerk or the supervisor of elections shall send a ballot to each elector at his or her last known mailing address by first-class United States mail. The ballot shall include:

1. A description of the general provisions of this section applicable to the neighborhood improvement district; and
2. Immediately following said information, the following:



“Do you favor the imposition of a special assessment of not greater than

\$500 for each individual parcel of land per year to pay for the expenses of operating the neighborhood improvement district?

Yes, for the special assessment.

No, against the special assessment.”

(e) Ballots shall be returned by United States mail or by personal delivery.

(f) All ballots received within 60 days after the closing of registration shall be tabulated by the city clerk or the supervisor of elections, who shall certify the results thereof to the city governing body or county commission no later than 5 days after said 60-day period.

(17) Exercise all lawful powers incidental to the effective and expedient exercise of the foregoing powers.

History.—s. 63, ch. 87-243; s. 29, ch. 88-381; s. 12, ch. 91-86; s. 909, ch.

95-147; s. 17, ch. 98-314.

163.5151 Fiscal management; budget preparation.—

(1) Subject to agreement with the local governing body, all funds of the districts created pursuant to this part shall be received, held, and secured in the same manner as other public funds by the appropriate fiscal officers of the municipality in which the district is located, or the county if the district is located in the unincorporated portion of the county. The funds of the district shall be maintained under a separate account, shall be used for purposes authorized by this part, and shall be disbursed only by direction of or with approval of the district pursuant to requisitions signed by the manager or other designated chief fiscal officer of the district and countersigned by at least one other member of the board.

(2) The district bylaws shall provide for maintenance of minutes and other official records of its proceedings and actions; for preparation and adoption of an annual budget for each ensuing fiscal year; for internal supervision and control of its accounts, which function the appropriate city or county fiscal officers may perform for the district at its request; and for an external audit at least annually by an independent certified public accountant who has no personal interest,

direct or indirect, in the fiscal affairs of the district. A copy of the external audit shall be filed with the city clerk or the clerk of the court, whichever is appropriate, within 90 days after the end of each fiscal year. The bylaws shall specify the means by which each of these functions is to be performed and, as to those functions assigned to district personnel, the manner and schedule of performance.

(3) Each special neighborhood improvement district shall establish its budget pursuant to the provisions of chapter 200. Prior to adoption of the final budget and setting of the millage rate to be levied by the board, the board shall submit a tentative budget and proposed millage rate of the district to the governing body of the municipality in which the district is located, or to the county if the district is located in the unincorporated portion of the county, for approval or disapproval. Such governing body shall have the power to modify the budget or millage submitted by the board. Subsequent to approval, the board shall adopt its final budget and millage rate in accordance with the requirements of chapter 200.

(4) At the option of the county property appraiser for the county within which the neighborhood improvement district is located, the assessments levied by the district shall be collected in the same manner as all ad valorem taxes if so requested by the local governing body pursuant to s. 197.363.

History.—s. 64, ch. 87-243; s. 30, ch. 88-381; s. 13, ch. 91-86.

163.524 Neighborhood Preservation and Enhancement Program; participation; creation of Neighborhood Preservation and Enhancement Districts; creation of Neighborhood Councils and Neighborhood Enhancement Plans.—

(1) The governing body of any municipality or county may authorize its participation in the Neighborhood Preservation and Enhancement Program through the adoption of a local ordinance. After a local ordinance has been adopted authorizing the participation of the local government in the Neighborhood Preservation and Enhancement Program, the local government shall notify the residents within the boundaries of the local government about the program. The local government shall designate or create an agency that shall be responsible for the enforcement of Neighborhood Enhancement Plans. This agency may be the local code enforcement board, county sheriff, municipal police department, or any other agency the local government feels will provide adequate enforcement of the adopted Neighborhood Enhancement Plans.

(2) Neighborhood Preservation and Enhancement Districts shall be created as follows:

(a) Residents of a particular neighborhood may initiate the creation of a district in their area by notifying the local government planning agency. The planning agency shall assist those residents to define the boundaries and size of the district; or

(b) The municipality or county may initiate the creation of a district by identifying those areas which are in need of enhancement and approaching the residents of the identified neighborhood to encourage the formation of a Neighborhood Preservation and Enhancement District. The identified neighborhood and the municipality or county shall define the district's boundaries and size.

(3) After the boundaries and size of the Neighborhood Preservation and Enhancement District have been defined, the local government shall pass an ordinance authorizing the creation of the Neighborhood Preservation and Enhancement District. The ordinance shall contain a finding that the boundaries of the Neighborhood Preservation and Enhancement District comply with s. 163.340(7) or (8)(a)-(o) or do not contain properties that are protected by deed restrictions. Such ordinance may be amended or repealed in the same manner as other local ordinances.

(4) The residents within the Neighborhood Preservation and

Enhancement District shall create a Neighborhood Council. The Neighborhood Council shall consist of five members who reside in the district chosen by residents of the district in an election at a noticed public meeting, subject to approval by the local governing body. The five members shall choose among themselves a president, vice president, secretary, and other officers as needed.

(5) The Neighborhood Council and local government planning agency shall be eligible to receive grants from the Safe Neighborhoods Program as provided in s. 163.517.

(6) The Neighborhood Council and the local government planning agency shall prepare a Neighborhood Enhancement Plan. The Neighborhood Enhancement Plan shall consist of at least the following elements:

(a) Boundaries and size of the district.

(b) Total population and number of households in the district.

(c) Land use zoning and housing in the district.

(d) Statement of goals and objectives of the district.

(e) Strategies and policies to enhance the district.

(f) Minimum standards for property maintenance, building codes, and community aesthetics.

(g) Strategies to implement and evaluate the plan.

(7) The Neighborhood Enhancement Plan shall be consistent with the intent of the adopted comprehensive plan for the county or municipality.

(8) The Neighborhood Enhancement Plan shall not regulate any activity that is subject to regulation under chapter 378, and it shall not contain any requirements that are inconsistent with, or more stringent than, requirements established by any state agency or water management district.

(9) The Neighborhood Enhancement Plan shall be adopted by ordinance by the local governing body. The standards and requirements of the Neighborhood Enhancement Plan shall be reasonable considering the existing character of the community and local economic conditions.

(10) Prior to the adoption of the Neighborhood Enhancement Plan, the local government planning agency and Neighborhood Council shall hold a joint public hearing on the plan after public notice by the local government by publication in a newspaper of general circulation in the county or municipality in which the district is located. The notice shall describe the time, date, place, and purpose of the hearing; identify the boundaries of the district; and outline the general scope of the plan as required by law. If at any time after approval of the Neighborhood Enhancement Plan, it becomes desirable to amend or modify the plan, the local governing body may do so. Prior to any such amendment or modification, the local government planning agency and the Neighborhood Council shall hold a joint public hearing on the proposed amendment or modification after public notice by the local government by publication in a newspaper of general circulation in the county or municipality in which the district is located. The notice shall describe the time, place, and purpose of the hearing and shall generally describe the proposed amendment or modification.

(11) Nothing in this section shall supersede or conflict with s. 823.14. History.—s. 1, ch. 95-289; s. 12, ch. 2004-5; s. 8, ch. 2015-30.



## BUDGET

Fund 057

number of units		827
Cash 3/09/2022	\$	164,916.46
Projected revenue	\$	46,642.80
Total	\$	211,559.26

The following budget is calculated on assessed fees of \$5.00 per unit/per month for 827 units within the Preservation and Enhancement District, totaling \$49,620.00 annually. The budget also reflects the history of the prior year collected funds with a negative variance resulting from 4% (\$1,984.80) under collected fees and a 2% (\$992.40) Tax Collector's processing fee for a FY22/23 budget of \$46,642.80

### Estimated Yearly Projected Revenue: \$46,642.80

Company	Planned	Details
Utilities	\$ 1,500.00	Utilities for lights at the entry signs (3 signs)
Postage	\$ 1,000.00	Envelopes, stamps, paper
Post Office	\$ 106.00	PO Box
Camera Acquisition	\$ 7,800.00	Estimated
Monitoring	\$ 2,160.00	Yearly amount (\$60.99/camera/month) Estimated
Indemnity Insurance	\$ 360.00	Indemnity Insurance - Roughly \$30/month
Lawn care	\$ 10,560.00	Per the contract with AJ Lawncare
Sunbiz	\$ 186.00	Yearly renewal for Division of Corporations
Total	\$ 23,672.00	
Reserve	\$ 22,970.80	